

PROGRAM QUALITY AND COMPLIANCE

Did You Know?

- Teens must be 14 years old by September to be eligible to participate in Apprenticeship programs.
- Teens must be 16 by September 30th to participate in Internships and Assistantships.
- Teens can go back into their application and enter their SSN, if they didn't already do so.

Renewal Application Launch

The Renewal Application for Summer 2020, Fall 2020, and Spring 2021 for Current Program Providers will be released on Monday, September 16 and is due on Friday, October 4, 2019 by 5:00pm. Current Provider is defined as those who are providing a program with After School Matters during the current program year (Summer 2019, Fall 2019 and Spring 2020). Providers must submit 1 Renewal Application per program. Please make sure to review your program's profile and be prepared to address your Program Quality & Program Compliance scores, YPQA data, site visit forms, and your program improvement plan (if applicable) before you submit your Renewal Application.

Active Shooter Safety Plan Guidance

In order to best protect the lives and safety of After School Matters' (ASM) teens, staff, and visitors, Program Providers are required to establish and memorize a plan for responding to an active shooter at your program. This plan should include detailed procedures for Instructors and teens, so they have a clear understanding of what to do in case of an incident involving an intruder that threatens imminent harm to the lives or safety of ASM students, staff, or visitors. All are required to run at least one active shooter drill per program during the first two weeks of each program session to ensure program participants are prepared in the event there is an active shooter situation. Please read the [Active Shooter Safety Plan Guidance](#) for more information. It can be downloaded from the "Documents" section of Cityspan.

Teen Interview Outcomes

Due October 1st, an interview outcome (Recommend Enroll, Do Not Enroll, Not Interviewed, Recommend Audit) must be entered for all teens you interviewed. Instructors or liaisons must interview all teens who applied and are not on the waitlist (teens who appear in black in Cityspan). You are not required to interview teens on the waitlist (teens who appear in blue in Cityspan). However, if you do interview a teen from the waitlist, you must enter an interview outcome for this teen into Cityspan. Step-by-step guide for entering interview outcomes are in Cityspan's Document section.

Teens Notified of Application Status

On Monday, September 23rd, After School Matters will email all teens who have applied to Fall 2019 to inform them of their enrollment status (placed/not placed/awaiting decision) for each program to which they applied. As Fall Program Providers, roster(s) must be final and entered into Cityspan by 5pm on Saturday, September 21st to ensure teens receive accurate information about their enrollment status.

What This Means for You:

- Teens listed in Cityspan rosters as either "pending" or "enrolled" are considered placed.
- Teens listed in Cityspan as "not enrolled" are considered not placed and will be encouraged to apply for an additional program until they have met the maximum enrollment of four (4) programs.
- The enrollment notification email should not replace direct communication between you and teen applicants. Please contact teens by email, phone, etc. to verify their enrollment status in your program.

PROGRAM QUALITY AND COMPLIANCE

- You should continue to communicate your enrollment decisions as you make them to teens directly (via phone and/or email) before and after the September 21st enrollment deadline.

Attendance Data Entry

The maximum number of absences allowed for teens is four (4) during fall and four (4) during spring. There are no excused/unexcused absences. All absences will be treated the same and must be documented. After School Matters sign-in sheets are required and are legal documents. A make-up day by a teen is no longer allowed. Attendance is due in Cityspan every Sunday evening. If attendance is entered late, teens will not be paid on time. Please make sure to double-check entered attendance; false entries can be detrimental to the efficacy of the program and may lead to serious non-compliance (see the Program Policy and Procedure Overview and Manual for more information).

Teen Behavior and Conflict Management

If teens are disruptive, disrespectful, or uncooperative during programs, please complete a copy of the Supported Behavioral Management Form with each teen involved and reach out to your Program Specialist. Based upon the severity of the incident, a verbal or written warning may be issued. Your Program Specialist and parents must be informed for program dismissals. You should not, under any circumstances, engage in physical punishment or discipline. The Supported Behavior Management Form is available in the Documents section of Cityspan.

Reporting Incidents

If a crisis occurs during programs, such as injury, death, altercation, or suicide plans or attempts, call 911 and notify your Program Specialist immediately. (See your Crisis Checklist and ASM's Crisis Management Plan in Cityspan). If teens are injured during programs, notify your Program Specialist as soon as possible. If you have reasonable suspicion of child abuse or neglect, discuss it with your Program Specialist and report your observations to the DCFS Hotline: 1-800-25-ABUSE. As a mandated reporter, you are required to report reasonable suspicion of child abuse or neglect to the DCFS Hotline.

Program Cancellation

Instructors are expected to attend all scheduled program days. If an instructor must be absent, the Provider shall notify the ASM Program Specialist in writing (email is acceptable) at least fourteen (14) days in advance to allow for adequate coverage and rescheduling. In case of an extreme emergency, the Provider must notify the ASM Program Specialist as soon as possible, but no less than five (5) hours prior to the program start. If the Program Specialist is not available, the Provider shall contact the ASM Program Manager. Every effort must be made to contact ASM to allow for sufficient time to ensure that notice is provided to the participants. You may not use an instructor who is not cleared to work for ASM to substitute for you during your absences.

Transportation policy

All field trips must be approved in writing by your Program Specialist. During programs and field trips, use an approved transportation option, such as a professional bus service or the CTA. Remember — ASM staff, instructors, and program providers are not authorized to transport program participants in their personal vehicles at any time, for any reason. All special arrangements for transporting ASM teens must be approved your Program Specialist. (See Field Trip Request Form in Cityspan)

PROGRAM QUALITY AND COMPLIANCE

Teen Artwork Final Product Policy

We're proud of the high-quality work produced by teens in After School Matters programs, which is why we're thrilled to display and sell teen-produced pieces in the After School Matters Gift Shop at 66 E. Randolph Street. As a reminder, all work produced by teens in an After School Matters' program is the property of After School Matters. Their work may be sold in the After School Matters' Gift Shop, through our online Gift Shop, or at auxiliary After School Matters Gift Shop locations. Selections of items will be based upon the available market for the product; revenue from the store is used to fund future After School Matters' programs. If the product is sold, the teens will be notified by email. Teens may purchase their work at a discounted rate after it has been inventoried. This process can take up to three months due to the large volume of work being processed. Moreover, if a teen's item doesn't sell within two program sessions, it will be returned to them. If a teen would like to purchase their work, please have them complete the Teen Artwork Purchasing form, which is available in the document section of Cityspan. Teens should update accurate contact information with their instructors to ensure their work returned.

We also encourage teen field trips to see what type of final product is marketable. Please contact Stephanie Rivera at stephanie.rivera@afterschoolmatters.org or 312-702-8975 to coordinate a field trip.